

CHAPTER 15
TRAINING DOCUMENTATION
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CHAPTER 15

TRAINING DOCUMENTATION

1. GENERAL. An inherent part of any organization's training program is providing for the proper documentation by the command and/or Division of the training received. This chapter provides general documentation requirements for the Employee Training Records System (ETRS). Training shall be recorded in the ETRS within ten days of the completion of training, by the command providing the training. Questions regarding ETRS data entry may be directed to the Academy, Continuing Professional Training (CPT) Unit.

2. IN-SERVICE TRAINING.
 - a. Mandated Training. All mandated training shall be recorded in the ETRS within ten days of the completion of training by the command providing the training. (Refer to Chapter 7, Mandated Training, of this manual.)

 - b. Other In-Service Training. Training received in other than mandated fields (e.g., Crash Investigation, Instructor Training, Clerical Training) shall be recorded in the ETRS within ten days of the completion of training by the command providing the training.

3. OUT-SERVICE TRAINING. All out-service training attended in accordance with the provisions of Chapter 8, Out-Service Training, of this manual, shall be documented in the ETRS within ten days of the completion of training by the employee's command.

4. OTHER TRAINING. Training and educational courses attended through means other than in-service or out-service training should be recorded in the ETRS within ten days of the completion of training by the employee's command.

5. NEW COURSES. Upon development of new, or modification of existing courses, the Office of Primary Interest (OPI) responsible for the course shall notify the CPT Unit and provide information on the course for proper ETRS course entry. The notification shall occur prior to delivery of the first course session.

6. CADET TRAINING. All training delivered to Academy cadets promoting to the rank of officer shall be entered into the ETRS by the Academy. The Academy shall transfer the complete ETRS record for each new officer to the assigned command within ten

days of promotion to the rank of officer. The ETRS record shall contain Academy graduation date, Commission on Peace Officer Standards and Training (POST) identification number, badge number, the entirety of Academy-delivered training courses (including POST courses, and agency-specific training courses), and all state-issued equipment (including primary duty weapon with corresponding serial number, and personal protective equipment).

7. EMPLOYEE TRANSFER. Upon employee transfer, the ETRS record for the employee shall be transferred to the new command within ten days of the employee's official reporting date.

8. EMPLOYEE SEPARATION. Employee ETRS files shall not be deleted. Upon employee separation or termination, the ETRS file shall be made inactive in the system and remain under the employee's last command.

9. CHP 161, STANDARDIZED COURSE ROSTER. A CHP 161, Standardized Course Roster, shall be utilized as the attendance roster at training events facilitated by the Department. The CHP 161 can be accessed on the Department's Intranet, under Forms.

a. POST-Certified Training Course.

(1) A CHP 161 shall be completed for each separate POST-certified training course.

(2) All POST-certified courses have a unique POST course control number. The course control number shall correspond with the course completed.

(3) Course rosters shall only display the names of personnel present at training.

(4) Personnel who are attending the training shall sign the CHP 161 in the "Signature" column next to their name upon course completion.

(5) The primary instructor's name and identification number shall be listed in the corresponding box at the top of the CHP 161.

(a) Associate instructors shall be listed on the CHP 161 with a notation in the "Comments" column identifying their associate instructor status.

(6) Completed course rosters shall be signed by either the course instructor or the Area/Division training coordinator

(7) Course rosters shall be completed and entered into the ETRS utilizing the "Uniform Course Roster" function no later than ten days after course completion.

(8) Areas and Divisions shall maintain copies of their respective course rosters for the remainder of the current year, plus three years.

b. Agency Specific Training. A CHP 161 shall be completed for each separate training course provided. The CHP 161 shall be completed in the manner specified in paragraphs 9.a.(3) through 9.a.(8).

c. Online Training and Out-Sourced Training. A CHP 161 is not required for online training or out-sourced training; however, the CHP 161 should be utilized to document proof of completion, or attendance, if no other form of documentation is provided by the presenter. If the CHP 161 is utilized, it shall be completed in the manner specified in paragraph 9.b.

10. COMMAND TRAINING FILE. Each command shall create and maintain a Command Training File in a manner determined by the commander. The documentation retained shall be filed in an orderly manner which is readily available for inspection. The Command Training File is separate from, and in addition to, the training file, referenced in paragraph 11.c.(6) of Highway Patrol Manual (HPM) 10.3, Personnel Transactions Manual, Chapter 30, Personnel and Medical Files, and shall be maintained at the command level, either digitally and/or physically.

a. Contents. The Command Training File shall contain, at a minimum, the following:

(1) CHP 161.

(2) Any documentation significantly impacting training (e.g., Communication Network messages; e-mails resulting in the cancellation of training; notifications of instructor cancellation resulting in the actual cancellation or modification of training; memorandums).

(3) Any other documentation determined by the Area commander or the OPI.

b. Training Certificates. Training certificates issued to an employee should be retained once the information is entered into the ETRS.

(1) In the event a training certificate is not provided, or is lost or destroyed, other supporting documentation should be retained once the information is entered into the ETRS (e.g., Attestation of Completion, e-mails, memorandums).

(2) At the discretion of the Area commander, any training certificates or supporting documentation issued to an employee may be combined and maintained in the employee's individual training file referenced in HPM 10.3, Chapter 30, and maintained separately from the field folder.

(a) Training documentation retained in this manner satisfies the Command Training File requirement.

c. Retention. The contents of the Command Training File shall be retained at the Area for the remainder of the current year, plus three years, or for the duration specified on the current STD. 73, Records Retention Schedule, whichever is longer.